

**To: Members of the Facility Association**  
**Attention: Chief Executive Officer**  
**Bulletin No.: F2023 - 014**  
**Date: February 21, 2023**  
**Subject: Facility Association Annual General Meeting March 1, 2023**

As advised in Bulletin F2023-013 dated February 1, 2023, the Facility Association Annual General Meeting will be held on Wednesday March 1, 2023 at 11:00 a.m. Toronto Time at Arcadian Loft, Loft 5, 401 Bay Street, Simpson Tower, 8<sup>th</sup> Floor, Toronto, Ontario M5H 2Y4 and via Zoom Meeting (Information to follow).

Please be reminded that we are no longer mailing any paper documents related to the Annual General Meeting (AGM). All Facility Association AGM information is available on the Facility Association website at <https://www.facilityassociation.com/Home/AGM>

On the site you will find:

1. The Agenda and supporting materials
2. Member Voting materials including:
  - Voting Statement
  - Voting Allotment
  - Voting Registration Card
  - Proxy Forms

In addition to the Zoom Meeting for members, we will be providing virtual access to the AGM for guests and observers. Details will be available on the website at <https://www.facilityassociation.com/Home/AGM> in advance of the Meeting.

**Action Required**

- If a representative from your company will be participating in the AGM via Zoom meeting: Please complete the Voting Registration Card(s) depending on your voting rights as per the vote allotment, have it signed by the voting representative of the company, and return it to [faAGM@facilityassociation.com](mailto:faAGM@facilityassociation.com) prior to the meeting to facilitate recognition of voters.
- or
- If a representative from your company will NOT be participating the AGM: Please complete the Proxy Form(s) depending on your voting rights as per the vote allotment and return the Form(s) to [faAGM@facilityassociation.com](mailto:faAGM@facilityassociation.com) by 3 pm February 24, 2023. If the proxy form is in favour of the Board Chair, it will be voted in favour of any recommendation of the Board of Directors.

If you have any questions regarding the Annual General meeting, please contact Saskia Matheson, President & CEO at [smatheson@facilityassociation.com](mailto:smatheson@facilityassociation.com) or at 416-644-4915.

Christopher Cooney  
Board Chair